

Essential Microsoft Office Keyboard Shortcuts for Word, Excel, and Powerpoint



All Programs

CTRL + A	Select all elements on screen
CTRL + B	Format text as bold
CTRL + I	Italicizes text
CTRL + U	Underline selected text
CTRL + P	Launches the Print dialogue
CTRL + C	Copy the selected text to the clipboard
CTRL + X	Cut the selected text (remove and place it on the clipboard)
CTRL + V	Paste clipboard content
CTRL + Z	Undo the last action and can be used several times in a row
CTRL + Y	Redo the last action
F4	Repeat the last action you took, whether that be formatting or deleting text
CTRL + F1	Hide/reveal the ribbon interface
SHIFT + F7	Reveal the thesaurus tab
CTRL + K	Add a hyperlink to some text to link to another file or a web address
CTRL + S	Save the document
CTRL + FS	Switch between multiple files
CTRL + F	Locate something in the current file



Word

CTRL + SHIFT + G	Invoke the word counter
F7	Open Spelling and Grammar
SHIFT + F3	Toggle between lowercase, all caps, and title case
CTRL + =	Subscript highlighted text
CTRL + SHIFT + =	Superscript highlighted text
CTRL + SHIFT + F9	Remove any hyperlinks in text
CTRL + SPACE	Remove any font effects and reset it to the default size, font, and color
CTRL +]	Increase the font size
CTRL + [Decrease the font size
ALT > W > R	Toggle the ruler



Powerpoint

CTRL + M	Add a new slide in the editor
CTRL + SHIFT + D	Duplicate the current slide
F5	Launch a slideshow from the beginning
CTRL + SHIFT + F5	Launch slideshow from the current slide
Press a number > Enter	Jump to a certain slide while presenting
B	Display a blank black slide. Press again to return to current slide
W	Display a blank white slide. Press again to return to current slide
CTRL + P	Activate the pen tool
E	Clear the annotation during presentation
CTRL + A	Invokes the mouse cursor during presentation
CTRL + H	Hide the mouse cursor during presentation
S	Stop or restart the slideshow
ALT + P	Play/Pause embedded media in slide
ALT + Q	Stop playback
ALT + ↑ / ↓	Adjust the volume of playback
ALT + U	Mute the playback



Excel

CTRL + Page ↑/Page ↓	Scroll between multiple tabs
CTRL + Backspace	Focus the screen on the active cell
ALT + ENTER	Enter a new line in a cell
CTRL + :	Quickly enter the current date
CTRL + Shift + :	Quickly enter the current time
CTRL + 1	Invoke the Formatting dialogue box
F2	Invoke the Formula box
CTRL + *	Toggle between cells to reveal content or formulas
CTRL + 0	Hide a column
CTRL + 9	Hide a row
CTRL + Shift + 0/9	Unhide anything hidden by CTRL + 0/9
ALT + H > O > U > L	Unhide anything hidden by CTRL + 0/9
ALT + =	Automatically apply SUM to any highlighted cells
CTRL + Arrow Keys	Wrap in the direction you choose, stopping at the first black-filled cell
CTRL + Shift + *	Select the current row or column

Essential For Microsoft Office

WJ Hussar



Essential For Microsoft Office:

Unveiling the Magic of Words: A Report on "**Essential For Microsoft Office**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Essential For Microsoft Office**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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